
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
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2010 IAAO 1st and 2nd Quarter Classes

TO: All Elected Assessing Officials and their Employees and Vendors

FROM: Carol Johns, Assistant Director of Assessments

SUBJECT: Indiana Chapter of IAAO Courses for 1st and 2nd Quarter 2010

The Department of Local Government Finance (DLGF) in conjunction with the Indiana Chapter of the International Association of Assessing Officers (ICIAAO) will sponsor IAAO courses as a continuing education offer to all assessing officials.

The DLGF will pay the registration fees for two employees from each County or remaining Township to attend these sessions. Eligible registrants are County Assessors and/or Deputies, Elected Township Assessors who survived the referendum and/or their Deputies, County Auditors and appointed members of the PTABOA. In order for the DLGF to pay the registration, registrants must sign both an AM and PM sign in sheet and take the exam at the end of the course. Successful completion of the exam is not a requirement.

All vendors, those who have taken the class previously, those who do not attend the entire course, or those who do not take the exam will be responsible for payment of the registration fee of \$375.00 payable to the Indiana Chapter IAAO (ICIAAO). Please do not submit your check until you have a confirmed registration to the class.

Anyone who registers for the course and cancels within ten days of the class or who does not attend any part of the course, without specific approval from ICIAAO, will also be responsible for payment of the registration fee. Emergency situations will be taken into consideration, and if there is a wait list and if the spot can be filled, no fee will be charged to the person cancelling.

Registration will be on a first come first serve basis and will be held to a maximum of 50 people. A minimum of 25 people must be registered for a class to be held. If we do not have 25 people ten days before the start date of the class, the class will be cancelled and you will be notified by e-mail. **No on-site registration will be accepted.**

TIMES

Classes will begin promptly at 8:00 AM and end at 5:00 PM (local time at the class site). On Friday, the examination will begin at 8:00 AM and convene at 12:00 PM.

WHAT TO BRING TO CLASS

#2 Pencils, a calculator and paper to keep notes.

OVERNIGHT LODGING

The DLGF will not be responsible for overnight lodging reservations. The registrant shall take total responsibility for his/her own arrangements

PER DIEM

In accordance with the rules promulgated by the DLGF governing the payment of travel expenses associated with approved training sessions, a township assessor (and their deputies), a county assessor (and deputies), a county auditor or a PTABOA member who attends this session is entitled to receive a mileage allowance and the per diem as set by the county in which the official resides, under the travel rules of the county*. A person is entitled to a round trip mileage allowance only for travel between the person's place of work and the training site nearest to the person's place of work. Claims are to be paid, without regard to appropriation, from either the county general or cumulative reassessment fund.

*If a county does not have an approved travel policy, the participant's reimbursement will be governed by the travel rules of the State of Indiana in effect at that time.

REGISTRATION

On-site registrations will NOT be accepted! Please complete a copy of the attached registration form for all individuals who plan to attend each class. All registration forms **MUST BE POSTMARKED or FAXED** no later than two weeks prior to the class. **Please check the registration form for deadlines for each class.** The class will be filled on a first come, first served basis with the fax time stamp or postmark used to determine the class roster. Once a class is filled (50 people maximum), registrants will be placed on a wait list. The position on the wait list will be determined by the time stamp on the fax or the postmark on the envelope.

REGISTRATION FEE

Registration fee for the class is **THREE HUNDRED AND SEVENTY-FIVE DOLLARS (\$375.00)**. **Registrants who qualify for DLGF payment DO NOT include payment for registration.** All others must send payment when they are confirmed in the class. Checks should be made to: Indiana Chapter of IAAO or ICIAAO and mailed to Donna Bratcher at the Department of Local Government Finance.

SPREAD THE WORD

In an effort to provide all members of the assessing community with the opportunity to receive this information, please share the contents of this notification with your **entire** staff as well as your county PTABOA (Property Tax Assessment Board of Appeals) members and the elected Township Assessors who survived the referendum.

COURSE OFFERINGS:

Course 101: - Fundamentals of Real Property Appraisal –

Course 101 is a basic appraisal course for assessors. It emphasizes the theory and techniques of the cost and sales comparison approaches to value. Students review terminology, basic appraisal and economic principles, general principles of land valuation, the assessment function, and the mass appraisal process. Although not absolutely necessary for the class, the book Property Assessment Valuation can be used in both the 101 & 102 courses. It can be purchased prior to class for \$25.00. Purchasing instructions are listed below.

Course 102: - Income Approach to Valuation

Course 102 covers the theory and techniques of estimating value by the income, or capitalized earnings, approach. The material includes selection of capitalization rates, analysis of income and expenses to estimate operating income, and capitalization methods and techniques. The course also covers rental units of comparison, as well as real estate finance and investment. Recommended: Course 101, PAV/PAAA. Although not absolutely necessary for the class, the book Property Assessment Valuation can be used in both the 101 & 102 courses. It can be purchased prior to class for \$25.00. Purchasing instructions are listed below.

Course 300: Fundamentals of Mass Appraisal

Course 300 provides an introduction to mass appraisal. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of ratio studies and the selection of a mass appraisal system. Although not absolutely necessary for the class, the book Mass Appraisal of Real Property can be purchased prior to class for \$40.00. Purchasing instructions are listed below.

Course 400: Assessment Administration

Course 400 covers administrative concepts and procedures that can produce greater efficiency in the modern assessor's office. Topics include information systems, reappraisal, setting goals, appeals, public relations, personnel, budgeting, ratio studies, evaluations and data processing. Although not absolutely necessary for the class the book Assessment Administration can be purchased prior to class for \$40.00. Purchasing instructions are listed below.

Books

Contact Ginny Whipple at ginny@gnaassessmentprofessionals.com at least three weeks prior to the course to ensure timely delivery. Make your check to ICIAAO and mail it to Ginny at 1803 S CR 550 W, Greensburg, IN 47240

Property Assessment Valuation	\$25.00
Mass Appraisal of Real Property	\$40.00
Assessment Administration	\$40.00

LODGING INFORMATION

Bloomington:	Holiday Inn Express 117 S Franklin Rd Bloomington, 47404 812-334-8800	Hampton Inn 21000 N Walnut Bloomington, 47404 812-334-2100	
Seymour:	Hampton Inn Mention confirmation #81901940 for \$79 plus tax room rate 247 N Sandy Creek Drive Seymour, 47247 812-523-2409		
Lafayette:	Hampton Inn 3940 St Rd 26 E Lafayette 47905 765-447-1600	Fairfield Inn 4000 St Rd 26 E Lafayette, 47905 765-449-0083	
Greensburg:	Fairfield Inn 2317 St Rd 3 Bypass Greensburg, 47240 812-663-6055	Hampton Inn 2075 N Michigan Ave Greensburg, 47240 812-663-5000	Holiday Inn Express 915 W Ann Blvd Greensburg, 47240 812-663-5500

Directions to the Class Sites

IVY TECH - BLOOMINGTON:

Manufacturing Suite, 501 N Profile Parkway, Bloomington, IN, 812-481-7010

Exit onto West 3rd Street from St Rd 37. Turn right on Profile Parkway, Bloomington Ivy Tech, Manufacturing Suite; 501 N Profile Parkway is the 1st building on the right.

IVY TECH, VALPARAISO

Eastport Industrial Centre, 3100 Ivy Tech Drive, Valparaiso, IN 46383, 219-464-8514

Take Hwy 49 to Route 2 exit. Go east to the first light. Turn right onto Eastport Industrial Centre Drive. Follow this road around (seems like you are out in the middle of nowhere) Ivy Tech will be on the right.

IVY TECH, LAFAYETTE

3101 S Creasy Lane, Lafayette, IN 47905, 765-269-5100

From I-65 take IN-25/IN-38 toward Lafayette, turn left onto S Creasy Ln, Ivy Tech is on the left.

HAMPTON INN, SEYMOUR

247 N Sandy Creek Drive, Seymour, IN, 812-523-2409

Mention confirmation #81901940 to get \$79.00 plus tax room rate

From I-65 - Exit 50B to Hwy. 50 West. Go less than a mile and turn right at the traffic light which is North Sandy Creek Dr. go a quarter of a mile, the hotel will be on the left just after the Cracker Barrel.

GREENSBURG CITY HALL

314 W Washington St, Greensburg, IN, 812-663-3344

From I-74 Exit onto US-421 toward Greensburg, turn slight right onto N Ireland St/US-421, and turn left onto W Washington St. City Hall is on the left.

1st & 2nd QUARTER REGISTRATION FORM

Please X the box following the class date for the class you want to attend.

Fax or mail this form to:

Donna Bratcher

Department of Local Government Finance

100 North Senate Avenue, Room N-1058

Indianapolis, IN 46204

Fax: 317/232-8779

Course Name and Number	Location	Date	Register
Course 101 Fundamentals of Real Property Appraisal, Rick Stuart, Instructor	Ivy Tech, Bloomington	Feb 15 - 19	

Registration deadline Feb 5

Course 102 Income Approach to Valuation, Rick Stuart, Instructor	Hampton Inn, Seymour	Feb 22 - 26	
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Registration deadline Feb 8

Course 101 Fundamentals of Real Property Appraisal, Rick Stuart, Instructor	Ivy Tech, Valparaiso	Mar 29-Apr 2	
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Registration deadline Mar 15

Course 102 Income Approach to Valuation, Marion Johnson, Instructor	Ivy Tech, Valparaiso	Apr 19 - 23	
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Registration deadline Apr 5

Course 300 Fundamentals of Mass Appraisal, Rick Stuart, Instructor	Ivy Tech, Lafayette	May 3 - 7	
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Registration deadline Apr 19

Course 400 Assessment Administration, Bob Graham, Instructor	Greensburg City Hall, Greensburg	June 14 - 18	
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Registration deadline May 31

Name: _____

Job Title: _____

Name of Company: _____

Address: _____

City, State, Zip: _____

Phone: (H): _____ **(B):** _____ **(C):** _____

E-Mail Address: _____

Registration confirmations will be sent via email only.